

# Cascade County

## Job Vacancy Announcement

<b>Position: Parents As Teachers (PAT) Home Visitor</b>	<b>Closing Date: Open Until Filled</b>
<b>County Department: City-County Health Department</b>	<b>Dept. Admin.: Tanya Houston</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$15.43 - \$16.39 per hour DOE Must join Union</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

The Parents As Teachers (PAT) AT Home Visitor provides Parents as Teachers home visitation following the “Parents As Teachers” model requirements:

“Parents As Teachers (PAT), a nationwide evidence-based home visiting program for families prenatal to age five provides child development knowledge and support to parents and caregivers.

**Vision:** All children will learn, grow and develop to realize their full potential.

**Mission:** To provide the information, support and encouragement parents need to help their children to develop optimally during the crucial early years of life.

**Core Values:** The work of PAT is grounded in these basic beliefs:

1. Parents are their children’s first and most influential teachers.
2. The early years of a child’s life are critical for optimal development and provide the foundation for success in school and life.
3. Established and emerging research should be the foundation of a parent education and support curricula, training materials and services.
4. All young children and their families deserve the same opportunities to succeed regardless of any demographic, geographic or economic considerations.
5. An understanding and appreciation of the history and traditions of diverse cultures is essential in servicing families.

Utilize a strength-based approach with all families while challenging them to find solutions for their problems over time; provide families with information about available community resources and services; assist parents in developing and fostering healthy self-concepts, self-help skills and self-reliance; administering required model specific screening tools; maintain accurate documentation at all times and handle sensitive personal information according to agency guidelines; collaborate with community partners, staff and agencies and performs other related duties as assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Creates and maintain respectful partnerships with clients; demonstrates ability to assume primary responsibility for planning and implementing of home visits and activities with parents of young children, prenatally through kindergarten; drives to family home and delivers health, educational, nutritional and child growth and development information to caregivers following PAT guidelines; coordinates with parents to ensure prenatal, well-child exams, immunizations, health screenings, and nutrition assessments are completed and necessary follow up occurs; completes developmental screening and all other model required assessments with families within the PAT expected timelines and in accordance with program guidelines; assists and supports families in locating resources and scheduling appointments with community resources that best meet their needs and ensures seamless quality services for all enrolled pregnant women, children and their families; responsible for assisting families in improving the condition and quality of family life, improving parenting skills and helping parents access medical care for their children; provides and promotes age appropriate child development and health activities, parenting skills education and active participation of parents(s) using the Parents as Teachers Curriculum; reviews each child’s /family’s goals and documents individual plans designed to promote current learning and attends to nutritional, health and social issues; develops and utilizes PAT teaching methods and materials for use in the home; maintains accurate written/electronic records including health information, assessments, screening instruments, anecdotal observations and other required forms; plans and facilitates group meetings which provide education and information per PAT guidelines; communicates frequently with other staff and parents; serves as liaison among medical and social service providers in the community; acts as an advocate for these families; attends and participates in required Parents as Teachers trainings and fulfills the minimum amount of yearly professional development hours; maintains assigned caseloads and conducts home visits with families in accordance to program guidelines; works as a team player with staff, parents and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives of PAT; maintains family records in accordance with agency and funding source requirements and enters PAT information into MIECHV data system as required; reports all suspected child abuse and neglect as required by law and documents accordingly; informs supervisor of all possible reports to CFSD; participates in reflective supervision and staff meetings as directed and required by the model developers; performs duties efficiently and effectively; follows agency and county policies and procedures; maintains confidentiality of sensitive information; establishes and maintains productive working relationships with fellow employees, supervisors, and the public.

**Knowledge and understanding of:** Community resources and skills to link families with appropriate agencies and services; early childhood development, mental health and developmental conditions; cultural sensitivity; HIPAA Privacy and security rules; Microsoft Office (Outlook, Word, Excel, Internet); excellent written and verbal communication skills; safety policies and procedures;.

**Skills in:** Decision making and effectively problem solving with families; decision making which may have moderate to major impact on the operation of program and/or agency; driving to make home visits sometimes in outlying areas; must be willing to work flexible schedule to accommodate family needs, may include some evening or weekend hours; good time management and organization; computer use to manage family data to meet essential job requirements; efficiently use Microsoft Office and MIECHV online database.

**Ability to:** Work as a team member collaborating with parents and community resources; establish effective working relationships with other county departments, employees, Federal and State agencies, private agencies, and the general public; supervise and monitor children at all times to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children who are very active and may need redirection in order to ensure their safety; respond appropriately to an emergency or crisis situation; adapt to changes in the work environment; manage competing demands, changes approach or method to best fit the situation; deal with frequent change, delays and or unexpected events; adhere to a high degree of confidentiality and sensitivity towards the families involved. Maintain confidentiality and compliance with HIPAA privacy and security rules; work with families with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner; work with people from all walks of life, such as individuals with various social and emotional histories, high risk, unemployed and homeless, abused and people with mental health conditions; work independently with little direction but also in as a team; read and comprehend materials; analyze and compile information; kneel, bend and sit on the floor to attend to child’s needs; occasionally lift up to 50 pounds; pass a criminal background check; observes required work hours; communicate effectively orally and in writing; demonstrates punctuality; meet established timelines and/or deadlines; observe established lines of authority; identify problems that adversely affect the organization and its functions; offer suggestions for improvements.

**EDUCATION AND EXPERIENCE**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum, all applicants must have a Bachelor’s degree with background in Social Work, Counseling, Family Studies, Psychology, Health Science, Nursing, Human Services, **or** related field **and** two (2) years of experience **or** an Associate’s degree in Human Services or related field; Early Childhood Education preferred **or** related field **and** at least four (4) years’ experience providing social services to low-income families. Applicant must possess a valid Montana Driver’s License issued by the State of Montana or be able to obtain one within 30 days from date of hire.

*The successful applicant shall serve a 6 month probationary period, must join the Union and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.*

**Notice to Applicants:** Applicants who are claiming Veteran’s or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant’s ability to compete in the recruitment and selection process or an employee’s ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**